

**Indiana SPF SIG
Training and Outreach Workgroup Meeting
July 24, 2007**

Attending: Eric Martin, Marcia French, Lisa Hutcheson, April Schmid, Jeanie Alter, Janice Lee, Terry Jenkins, Rebecca Smith, Kim Manlove, Jessica Parks

Minutes – previous meetings minutes (July 10) were approved

Contracting Process

Marcia indicated that all contracts have gone out and have been received by the grantees for review. There were a couple of wording changes that needed to be made to one contract, but those changes were made quickly and a new contract sent back out. Marcia has given grantees “official” permission to seek loans for 90 days, and Marcia is hopeful that all start up funds will be out in 90 days or less once contracts are signed and finalized.

September 24-25 meeting

Eric suggested that the non-grantee communities as well as the community consultants be sent a “special invitation” to attend the September training. Marcia agreed and said she would develop and send it. The following is the tentative schedule for the September training:

September 24 (10-4)

- * SPF SIG overview – youth rep. and Marcia (10:00 – 10:45)
- * Financial overview/special conditions – Tom Turney/John Viernes (10:45-11:30)
- * Break – 11:30-11:45
- * Organizational/workgroups – Rebecca Smith/Marcia French (11:45-12:30)
- * Lunch 12:30 – 1:30
- * Team building – April Schmid (1:30 – 2:00)
- * Logic models – Jeanie Alter/Eric Martin (2:00 – 2:45)
- * Break – 2:45 – 3:00
- * Evaluation – Bob Levy/Tom Johnson (3:00 – 3:45)

September 25 (set start time for 8:45 in order to be able to begin by 9:00)

- * Team building – April (9:00 – 9:30)
- * Stakeholder buy-in – Kim Manlove/Eric Martin (9:30 – 10:15)
- * Break – 10:15-10:30
- * Training/outreach – Paula Parker Sawyers/Janice Lee (?) (10:30 – 11:15)
- * Cultural competency – Maggie Lewis (11:15 – 12:00)
- * Lunch – 12:00 – 1:00
- * GAC meeting – 1:00 – 4:00 (grantees are free to leave after they have been introduced and given a brief synopsis of their organization and how they plan to use the SPF SIG funding)

Vigo County is the only grantee not using the IPRC for technical assistance and evaluation – they will be working with Tom Johnson from Indiana State University. It was agreed since Tom will be an integral part of the SPF SIG process and key to the success of Vigo county, it would be important for him to participate as much as possible in the SEOW and evaluation workgroup. Marcia will be asking him to participate in the September training.

It was suggested that the September training be videotaped if possible and Eric said IPRC had the capacity to tape the training then post it on the website, as well as the SPF SIG website. All power point presentations will also be posted to the website so that anyone who wishes will be able to access the information.

MVOV

April stated that registrations are down considerably from where they were this time last year – currently 575 people are registered and last year at this time there were around 800. Marcia will send a reminder to the SPF SIG grantees regarding registration for the conference. April presented the SPF SIG scheduled session for MVOV:

August 1

Sustainability – 10:45-12:15

Mission statement – 1:45 – 3:15

Logic models – 3:30 – 5:00 (Sheila Nesbitt is talking with Albert about doing logic models since there is a current vacancy in presenters. Sheila can come and present the session if we need her to, but the cost will be at least \$1,000 because of late date air travel. Marcia will contact Sheila regarding logic models and possible presenters.)

August 2

BAFA BAFA - 8:30 – 10:00

Vision statement – 10:30 – 12:00

Newsletter

The last newsletter addition highlighted Greene/Daviess counties. Kim stated that he sent the newsletter with his reports to CSAP and they were very pleased and thought the newsletter was a great idea (thanks, Jessica!). The next newsletters, to go out by August 1, will highlight Delaware and Lake counties. Marcia will contact them and remind them to send their information to Jessica no later than July 31.

Because of conflicts in schedules and SPF SIG activities, the next meeting will be August 21st.

**Next meeting:
August 21, 8:30 a.m.
3 West, IGCS**

Submitted by: Lisa Hutcheson

